

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of a Neighborhood Services Division primarily providing building and code enforcement services. Principles and practices of program development and administration; Modern principles, practices, and methods used in various building inspection areas including structural, plumbing, electrical, mechanical, energy, CalGreen, and ADA; Construction methods and procedures; Fire prevention procedures and practices in new construction; Affordable housing programs; Principles and practices of municipal budget preparation and administration; Principles of supervision, training, and performance evaluation. Pertinent federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building construction; Operational characteristics and use of standard equipment used in building inspection and the building trades. Occupational hazards and standard safety procedures; Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to:**

Oversee and participate in the management of a comprehensive Neighborhood Services Division primarily providing building and code enforcement services; Oversee, direct, and coordinate the work of lower level staff; Select, supervise, train, and evaluate staff; Participate in the development and administration of division goals, objectives, and procedures; Prepare and administer large program budgets; Prepare clear and concise administrative and financial reports; Read and interpret complex plans and specifications; Analyze complex building inspection and code enforcement issues, evaluate alternatives, and reach sound conclusions; Make adjustments to operating procedures as necessary to improve organizational effectiveness; Exercise sound independent judgment; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Research, analyze, and evaluate new service delivery methods and techniques; Interpret and apply

federal, state, and local policies, laws, and regulations; Safely and effectively operate tools and equipment used in building inspection; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Provide an exceptional level of customer service, within and outside the organization.

### **SALARY AND BENEFITS:**

The salary schedule is a five-step range: \$10,773.81 - \$13,095.63 monthly. Benefits include: full family dental and vision insurance, employer payment up to \$1,326.63/month towards health insurance premium, up to 26 days vacation per year depending upon years of employment, 20 hours of paid time off, 14 holidays, life insurance with accidental death insurance equal to one and one half-times the annual salary. Retirement plan under the Public Employees Retirement System (PERS), short and long term disability insurance, voluntary flexible benefits plan, and the choice of three deferred compensation plans with matching contribution up to \$110/month.

### **SELECTION PROCESS:**

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this department in

advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

### **IMMIGRATION REFORM / CONTROL ACT:**

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

### **APPLICATION PROCESS:**

Required City application may be obtained by visiting the website [www.brentwoodca.gov](http://www.brentwoodca.gov); calling 925-516-5191 or in-person at Brentwood City Hall 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Application must be received by Human Resources by the application deadline. Application deadline: Open Until Filled. First review of applications: Friday, August 12, 2016. Faxes, emails and postmarks will NOT be accepted.**

**The City of Brentwood is an**

**EQUAL OPPORTUNITY EMPLOYER**



***Invites applications for:***

**Chief Building Official**

Monthly Salary:  
\$10,773.81 - \$13,095.63

**Application Deadline:  
OPEN UNTIL FILLED**

**First Review of Applications:  
Friday, August 12, 2016**

Brentwood City Hall  
150 City Park Way  
Brentwood, CA 94513

## **THE CITY**

Brentwood is a pleasant, progressive and growing city of approximately 53,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

## **SUMMARY DESCRIPTION**

Under administrative direction of the Director of Community Development, directs, manages, supervises, and coordinates the activities and operations of the Neighborhood Services Division to ensure life safety, property protection, and community standards in all land parcels, buildings, and structures in the City of Brentwood through the enforcement of related laws, statutes, codes, and ordinances enacted by the state and federal governments as well as the City of Brentwood; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative and management support to the Director of Community Development.

## **IDENTIFYING CHARACTERISTICS**

The Chief Building Official is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity requiring leadership and management skills. Responsibilities include development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Division Manager is also responsible for the development, administration, and control of the associated budget(s).

## **REPRESENTATIVE DUTIES**

To view all, please visit [www.brentwoodca.gov](http://www.brentwoodca.gov)

- Assumes management responsibility for assigned services and activities of the Neighborhood Services Division including plan review services,

permit issuance services, inspection services, code development services, code interpretation services, neighborhood preservation services, code enforcement services, flood plain management, and disaster assessment; directs the enforcement of law, statutes, codes, and ordinances related to building construction.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for professional and technical employees to ensure that codes are properly enforced; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned employees personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Provides technical and professional advice; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; answers procedural questions.
- Implements legal proceedings in abatement actions; occasionally participates in administrative hearings and works in concert with the City Attorney on legal issues.
- Proposes and presents fee updates, code updates, and amendments to City codes and ordinances.
- Serves as the liaison for the Community Development Department with other divisions,

departments, and outside agencies; coordinates CIP Fee with the Engineering Division and Administrative Services Department; maintains working relationships with other enforcement agencies; negotiates and resolves sensitive and controversial issues.

- Prepares and presents staff reports and other necessary correspondence; prepares and coordinates reports and presentations on current building issues for City Council, community groups, and regulatory agencies.
- Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of building inspection and code enforcement including legislation, court rulings, and professional practices and techniques; incorporates new developments as appropriate.
- Develops and maintains records, statistics, and reports including those on construction activity.
- Responds to and resolves difficult and sensitive inquiries and complaints including those from citizens, builders, contractors, and engineers.
- Performs related duties as required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with frequent inspection activity at construction sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and to also conduct inspections in the field; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation;

and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## **EDUCATION AND/OR EXPERIENCE:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Experience:**

A Bachelor's Degree from an accredited college or university with major course work in engineering, construction management, architecture, or related field and five years increasingly responsible combination building inspection experience which includes two years at an advanced journey, lead level.

**OR**

Associate's Degree from an accredited college in engineering, construction management, architecture, or related field and seven years of increasingly responsible combination building inspection experience which includes two years at an advanced journey, lead level.

**OR**

Equivalent to the twelfth grade and 10 years of increasingly responsible combination building inspection experience which includes two years at an advanced journey, lead level.

### **License or Certificate:**

- Possession of an appropriate California driver's license.
- Possession of a Combination Building Inspector certificate issued by the International Code Conference (I.C.C.).
- Possession of a Plans Examiner Certificate and a Building Official certificate issued by the International Code Conference (I.C.C.) is desirable and shall be obtained within one year of hire date.
- Certified Access Specialist Program (CASp) certification is desirable.